



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**National Museum of the Philippines**  
**BULLETIN OF VACANT POSITIONS**

In Compliance with RA 7041

<b>Office Assignment</b>	OFFICE OF THE DIRECTOR, VISAYAS NATIONAL MUSEUMS
<b>Position Title</b>	Administrative Officer V
<b>No. of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADOF5-19-2016
<b>Salary Grade</b>	18 (PHP 45,203) SSL 2022
<b>Place of Assignment</b>	DUMAGUETE, NEGROS ORIENTAL AREA MUSEUM AND SATELLITE OFFICE

*CSC Qualification Standards*

<b>Education</b>	Bachelor's degree relevant to the job
<b>Eligibility</b>	Career Service Professional/Second Level Eligibility
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training

<b>Duties and Responsibilities</b>
Assist in the supervision of all NMP personnel in the Area Museum in the performance of their respective functions including assigned tasks;
Assist in the supervision of contractual(s) and non-organic personnel working in the Area Museum i.e. janitor(s), security guards unless, in case of a letter, a security officer has been designated;
Assist in the preparation of the proposed budget/projects, programs, plans of activities and Annual/Supplemental Procurement Program of the Office (PPMP) and the implementation and monitoring of the same;
Assist in the examination, evaluation, review of all documents prior to signing the same and forwarding them to the Regional Administration and Operations Division (RAOD);
Acts as Disbursing/Collecting Officer of the Office;
Drafts appropriate policies and appropriate actions to RAOD concerning the Office procedures process actions, issues, and concerns of the Office;
Inspect buildings, premises, and collections and see to it that they are well maintained and taken care of;

Assist in the implementation of Office, CSC, COA, and other laws, policies, rules, and regulations, other government agencies in so far as operations of the Area Museum is concerned, and conduct inquiry and report appropriate actions to the RAOD/Central Office; and,

Does other related or assigned tasks.

Interested applicants must submit the following via online to [recruitment@nationalmuseum.gov.ph](mailto:recruitment@nationalmuseum.gov.ph), with the subject line **Position (Item No.), Division – Surname, First Name, Middle Initial**.

**Application letter** addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division.

ATTY. MA. ROSENNE M. FLORES-AVILA  
Deputy Director-General for Administration  
National Museum of the Philippines

Duly notarized and properly accomplished CS Form No. 212, Revised 2017 or **Personal Data Sheet** (with most recent photo) and **Work Experience Sheet**

Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from [bit.ly/NMPRecruitment2021\\_Forms](http://bit.ly/NMPRecruitment2021_Forms).

Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file.

Scanned copy/ies of **Certificate of Eligibility/board rating/valid license**

For multiple documents, please combine the PDF copies of these into a single file.

Scanned copy/ies of previous and current **employment certificates** with duties and responsibilities, if applicable

For multiple documents, please combine the PDF copies of these into a single file

Scanned copy/ies of two (2) recent **performance ratings** from previous and current employers, if applicable

For multiple documents, please combine the PDF copies of these into a single file.

Scanned copy/ies of **relevant training/seminar certificate/s**

Trainings/seminars acquired during college or those with unavailable certificates shall not be considered.

For multiple documents, please combine the PDF copies of these into a single file.

Scanned copies of **diploma** and **transcript of records**

For multiple documents, please combine the PDF copies of these into a single file.

Applicants must meet the qualification standards and submit their applications on **February 9, 2022 – March 2, 2022**. Incomplete submission of documents will not be entertained and only shortlisted applicants will be notified.

The National Museum of the Philippines highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identities, to apply.

*Important Reminders*

1. Files should be in a PDF and must not be compressed into archive file formats such as RAR or ZIP.
2. If applying for multiple positions, submit a separate set for each.
3. Late and incomplete submissions will not be accepted.
4. Only shortlisted applicants shall be notified.

(Original signed)

**ZENDY MAE B. GARCIA-BUDHI**

Chief Administrative Officer

Human Resource Management Division

Noted by:

(Original signed)

**ANNE ROSETTE G. CRELENCIA**

OIC-Deputy Director-General for Museums

(Original signed)

**ATTY. MA ROSENNE M. FLORES-AVILA**

Deputy Director-General for Administration